

GODDARD SPACE FLIGHT CENTER		<b>TASK ORDER</b>  (INSTRUCTIONS AND DISTRIBUTION ON REVERSE)		PAGE      OF	
1. CONTRACTOR:			2. CONTRACT NO.:		3. TASK/REVISION NO.:
4. JOB ORDER NO./PROJECT:		5. FLIGHT HARDWARE/SOFTWARE: CRITICAL GSE (IF YES, OBTAIN BLOCK 16 CONCURRENCE):  <input type="checkbox"/> YES <input type="checkbox"/> NO		6. DESIGNATED FLIGHT ASSURANCE MGR.:	
7. DESCRIPTION OF WORK TO BE PERFORMED (OBJECTIVES OR RESULTS DESIRED):  <input type="checkbox"/> CONTRACTOR WILL DEVELOP STATEMENT OF WORK OR SPECIFICATIONS UNDER THIS TASK.					
8. TASK DOCUMENTATION REQUIREMENTS/DELIVERABLE ITEMS:					
9. PERFORMANCE/MILESTONE SCHEDULE:					
10. QUALITY ASSURANCE REQUIREMENTS:					
11. TRAVEL, MATERIALS, ETC., KNOWN TO BE REQUIRED:					
12. OTHER (FUNDING, NTE, HOURS, ETC.):					
13. TASK ORIGINATOR/MONITOR/CODE/PHONE:			18. THIS TASK ORDER IS ISSUED PURSUANT TO THE TERMS OF THE CONTRACT.  _____ CONTRACTING OFFICER'S SIGNATURE/DATE  _____ TYPED OR PRINTED NAME		
14. BRANCH APPROVAL:		15. DIVISION CONCURRENCE:			
16. CONTRACTING OFFICER'S QUALITY REPRESENTATIVE:					
17. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE:					

## GSFC FORM 18-45 INSTRUCTIONS

Use this form to issue task orders under Goddard Space FlightCenter level-of-effort, support service contracts.

The task originator/monitor is responsible for completion of blocks 1-13, and for obtaining the appropriate signatures in blocks 14-18. The Contracting Officer is responsible for completing and signing block 18. Insert N/A if a block or section is not applicable to the task.

**INSUFFICIENT SPACE** – If there is insufficient space in any block or section, continue on a blank sheet of paper. Be sure to include all headings and numbering on any continuation pages. After completing the information for blocks 1-13 of the task order, determine the total number of pages (exclusive of any attachments) and complete the top right corner of the form.

**BLOCK 1:** Self-explanatory.

**BLOCK 2:** Self-explanatory.

**BLOCK 3:** Enter the task number. Task numbers are normally controlled by the Contracting Officer's Technical Representative and are numbered consecutively. If this is a revision to an existing task, enter the original task number and the alpha designator indicating the revision sequence.

**BLOCK 4:** Enter the Job Order Number (JON) and the major project being supported by the task. Use a continuation page if there are multiple JON's, or more than one project will be supported.

**BLOCK 5:** Indicate whether the requirement is intended for space flight use (development of flight hardware, critical GSE or software). If so, complete Block 10 and route the form through the Contracting Officer's Quality Representative.

**BLOCK 6:** If Block 5 is checked "Yes", provide the name of the Flight Assurance Manager assigned to the project.

**BLOCK 7:** Describe all services required. Ensure that all work falls within the scope of the contract.

**BLOCK 8:** Describe any documentation requirements and provide a list of deliverables, if applicable. Indicate the final delivery destination (name, code, building, and room) for requirements intended for space flight use.

**BLOCK 9:** Enter the performance period for the task or establish a milestone schedule that includes the delivery dates for all items.

**BLOCK 10:** Complete this section only if Block 5 is checked "Yes". Enter any known quality or flight assurance standards. The Contracting Officer's Quality Representative may add additional requirements during its review.

**BLOCK 11:** Identify any travel (local, domestic, or foreign) and material purchases anticipated.

**NOTE:** Inclusion of travel or materials in this section does not preclude the need for obtaining separate approvals or subcontract consent, if required by the contract.

**BLOCK 12:** Indicate any other information that would assist the Contractor in developing a Contractor Task Report or performing the task.

**BLOCK 13:** Self-explanatory.

**BLOCK 14:** Obtain the Branch Head's approval for all tasks.

**BLOCK 15:** Obtain the Division Chief's concurrence, if directorate policy requires this concurrence.

**BLOCK 16:** Obtain the concurrence of the Contracting Officer's Quality Representative for task orders and task order revisions that involve flight hardware/software or critical GSE.

**BLOCK 17:** Obtain the signature of the Contracting Officer's Technical Representative (COTR) for all tasks.

**BLOCK 18:** The Contracting Officer signs this block, before issuing the task order to the Contractor. The Contracting Officer is the only individual who has authority to issue task orders to the Contractor.

### DISTRIBUTION

After the Contracting Officer signs the task order, it must be duplicated for distribution. Distribution is as follows:

Original – Contractor  
1 copy – Contracting Officer  
1 copy – Task Originator/Monitor  
1 copy – COTR  
1 copy – Resource Analyst  
1 copy – Contracting Officer's Quality Representative (only for tasks for which he or she concurred)